

2013 Clean Cities Sweep

Part of the Great American Cleanup



Sponsored in part by:



POST-EVENT REPORT

School Group

Due April 30, 2013

Keep Charleston Beautiful

823 Meeting Street • Charleston, SC 29403

579-7501 (telephone) • 724-7300 (fax) • ScalesJ@charleston-sc.gov

www.KeepCharlestonBeautiful.org



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Your Event Report is due by **4pm on April 30, 2013**. The submission of this report is crucial in determining the impact of your efforts on both a local and national level. These reports help Keep America Beautiful and our office secure the sponsors needed to provide CCS volunteer groups with free supplies.

The Event Report must be returned to the KCB office for your school to be eligible for 2013 award money, and supplies & a gift card next year. Please make every effort to provide us with this information as we work together to bring Charleston into a cleaner tomorrow.

Post-Event Checklist

****Forms are included in the post-event report folder provided within your supplies.***

- **Receipts** for all purchases made on your gift card. *Gift cards may only be used to purchase material for your project, including: landscaping supplies, plant material, paint, tools, and other similar items. They may not be used to purchase food, promotional items, or giveaways.*
 - If your gift card has any money remaining on it **return the gift card**. You do not need to return your gift card if there is no money remaining on it.
- **Report forms included in your post-event report folder:** Volunteer Summary Form, Special Events Form, Event Totals Form, School Contest Form
- **"Before" and "After" photographs** of your project. Please see the guidelines included in this kit for examples of excellent "before" and "after" photographs.
- **Project Poster** highlighting the project and showcasing your student's hard work.
- **Additional event photographs** that you have taken and wish to share. **Do not** submit photographs of people who are not covered by your school's liability release. Please try to include photographs of volunteers standing in front of the event banner and using the provided supplies, especially GLAD Bags.

These items may be returned by mail or you may drop them by our office. If you drop them by the office, please remember to call or email first so we can ensure someone is in the office to receive your reports.

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Volunteer Summary Form

School Name: _____

***Please fill out the following table according to the definitions listed below.**

	Litter Prevention	Recycling	Beautification
Number of events			
Total # of volunteers			
Hours worked			
Total # Participants			
Total # Attendees			
Total # of Community Audience			
Did your group have any government employees participate? __ Yes __ No; If so how many? _____			
Did your group receive help from community service workers? __ Yes __ No; If so how many? _____			

TYPE OF EVENTS:

Litter Prevention- any event where your group removed litter from an area, installed trash cans, or educated for litter prevention.

Recycling- any event where your group creates and implements a new recycling program. This includes, but is not limited to, collecting used oil, electronics, household waste, hazardous waste, or phone books. Expanding an existing program also counts as long as it involves collecting new items not previously collected or adding recycling to areas that previously did not have it available.

Beautification- any event involving the improvement of an area by adding or repairing something. Examples include plating a garden, flower pots, restoration of parks or playgrounds, painting murals, improving signs or entrances to the school, and other similar activities.

TYPE OF "VOLUNTEERS"

Volunteers are people who have an active working involvement in the event. Example- people planting flowers, painting, or picking up trash.

Participants are people who contribute to an event or program. Example- people who bring something to a recycling drive or drop-off center.

Attendees are people who are part of a structured event or a program conducted or coordinated to inform or educate the audience. Example- people attending an educational presentation.

Community audience is defined as those in attendance who receive educational materials at events. Example- people that stop by your table for information at a festival. Your table is not why they came to the fair but they benefited from it none the less.



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Special Events Form

School Name: _____

Educational Events: Any presentations for the students or by the students regarding environmental issues, litter prevention, or volunteerism would apply.

Youth Education

Did your group hold any **youth education events**? ____Yes ____No

(**Youth education events** are formalized discussions specifically targeting youth where you explain the efforts you are completing during CCS and talk about important issues regarding your project and the importance of environmental stewardship.)

If so, how many presentations were held? _____

How many people attended this event? Youth _____ Adults: _____

How many teachers were trained during this event? _____

Adult Education

Did your group hold any **adult education events**? ____Yes ____No

(**Adult education events** are formalized discussions specifically targeting adults where you explain the efforts you are completing during CCS and talk about important issues regarding your project and the importance of environmental stewardship.)

If so, how many presentations were held? _____

How many people attended this event? Youth: _____ Adults: _____

General Awareness Events

Did your group hold any **general awareness events**? ____Yes ____No

(**General Awareness Events** are events such as litter-free events, booths at events, fairs, or festivals.)

If so, how many events did you hold? _____

How many people were in the community audience at these events? _____

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Event Totals Form

*** Please take this form to your event so you can accurately document your accomplishments.**

School Name: _____

Complete the following form with totals from all of your events during your CCS project. Leave blank the fields that do not apply to your school's projects.

CLEANUP	
Bags of litter & debris	BAGS
Miles of streets, roads, & highways cleaned.	
Acers of parks, public lands, & open spaces	
Miles of hiking, biking, & nature trails cleaned	
Number of playgrounds cleans and restored	
Miles of rivers, lakes, or shorelines cleaned	
Number of acres of wetlands cleaned	

RECYCLING	
Number of junk cars recycled	
Pounds of clothing collected for reuse. (1 bag of clothing = 30lbs)	
Estimated \$ value of clothing collected	
Where did you donate the clothing?	
Pounds of plastic bottles collected. (1 bag= 30lbs)	
Pounds of glass collected (1 bag=50lbs)	
Pounds of aluminum or steel collected (1 bag= 15lbs)	
Pounds of paper collected (1 bag= 35lbs)	
# of tires collected	
# Car Batteries recycled	

BEAUTIFICATION	
Number of gardens or green spaces created/improved	
Number of edible community gardens planted/replanted	
Number of trees planted	
Number of flowers/bulbs planted	
Number of homes painted/renovated	
Number of buildings painted/renovated	
Number of graffiti sites removed	
Bales of pine straw installed	

OTHER	

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School Contest Form

Answers to the following questions will be used to help determine the winners of the Clean Cities Sweep School Contest. If possible please number and type your responses. This form can be emailed to you as a word document, contact scalesj@charleston-sc.gov.

School Name: _____

1. Please provide two to three sentences that summarize your project.
2. Describe how you plan to sustain your project past CCS. How will your school maintain and continue your project?
3. How many students participated in your Clean Cities Sweep project?
4. Did your school conduct both a cleanup and a beautification project?
5. Describe how your project impacted your students, the community, and the environment.
6. Did your project include an outreach or education component? Please describe.
7. Did your project involve a partnership with the local community? Please describe.
8. Please list any additional information about your project that is not covered by the questions above on the lines below.